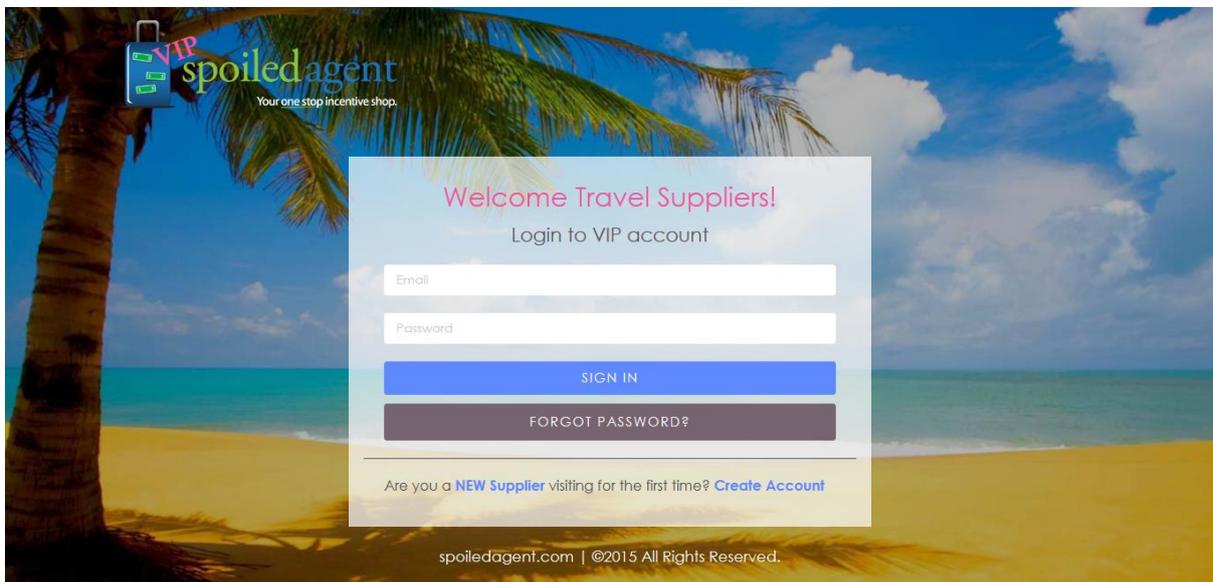




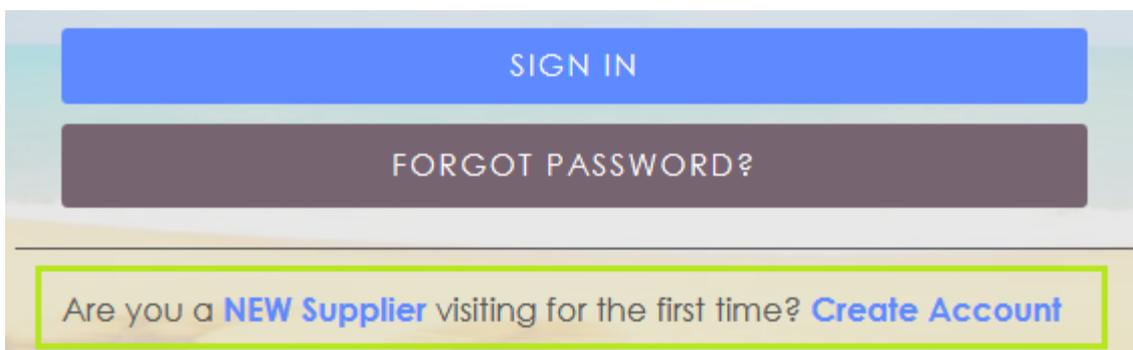
Spoiled Agent VIP – Registration and profile creation

To register you as a new supplier on Spoiled Agent VIP you need to follow a few simple steps.

1. Open www.spoiledagentvip.com



2. Click on [Create Account](#) link in the login panel.



This link will direct to the registration page.

3. Fill in your details in the form to register. This should be the person in your company that will be managing the account adding/updating Incentives and Agent Rates. This name will be our main contact if we have any questions or require additional information.

Register Here

(All fields are mandatory)

First Name

Last Name

Hotel Name

Phone

your@email.com

Password

Confirm Password

Create account

After filling up the form you will receive a mail at your email address that you have used to register you as supplier.

4. Click on the link in the confirmation mail that you have received that will complete your registration as supplier on Spoiled Agent VIP.

Thank you for joining with Spoiled Agent VIP!
Spoiled Agent VIP - Registration Confirmation Email

Dear Alfred Knight,

Thank you for joining with Spoiled Agent VIP.

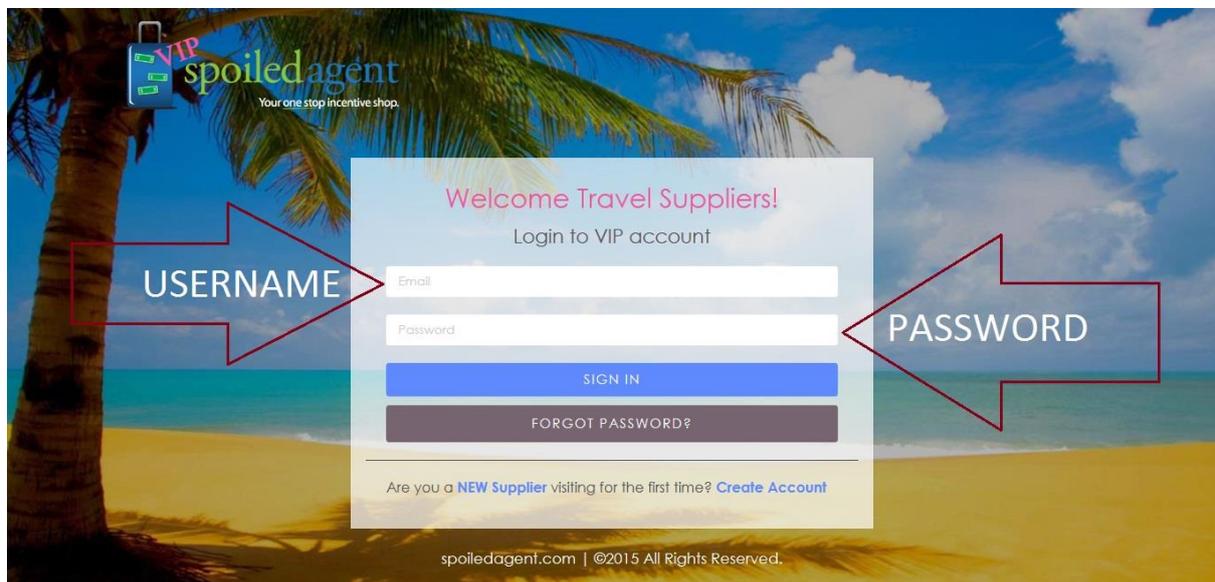
We would like to inform you that you are successfully registered with Spoiled Agent VIP! To confirm your account kindly click on the link below:

<http://spoiledagentvip.com/Confirmation.aspx?Confirmation=d3da172c-8239-474f-ae310=>

Hope, you will have great experience with us. For any queries you can mail us at info@spoiledagent.com

We will be pleased to have your feedback. You can provide any complaints or feedback on our website.

You will be redirected to Spoiled Agent VIP website, use your *email address as username* and your *created password* to log into the website.



5. Complete your profile in the following form to start creating promotions.

My Profile

ACCOUNT SETTINGS

YOUR COMPANY LOGO (Add your logo)

Browse... No file selected.

(Supplier Category)

--Select Category--

(Contact Information Here)

Please note these details will be added to your page for Agent's to reach out and ask questions

B I U ABC | |

(Select Location(s))

This is where your product is offered example if you have a resort in Mexico and Jamaica click off Caribbean and Mexico column one, then column two click on the country for example Jamaica, and then the third column you can even choose the city e.g. Negril, then click on save. If you have more locations please repeat the process for each destination. If your location is not listed please email info@spoiledagent.com and we will have it added within 24 hours

Caribbean and Mexico Bahamas

Select All

Freeport

Great Exuma

Nassau

Save Locations

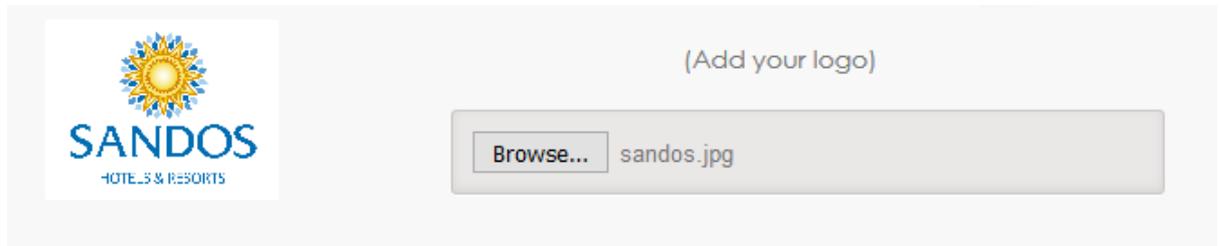
1 Location(s) Selected

* fields are mandatory.

SAVE

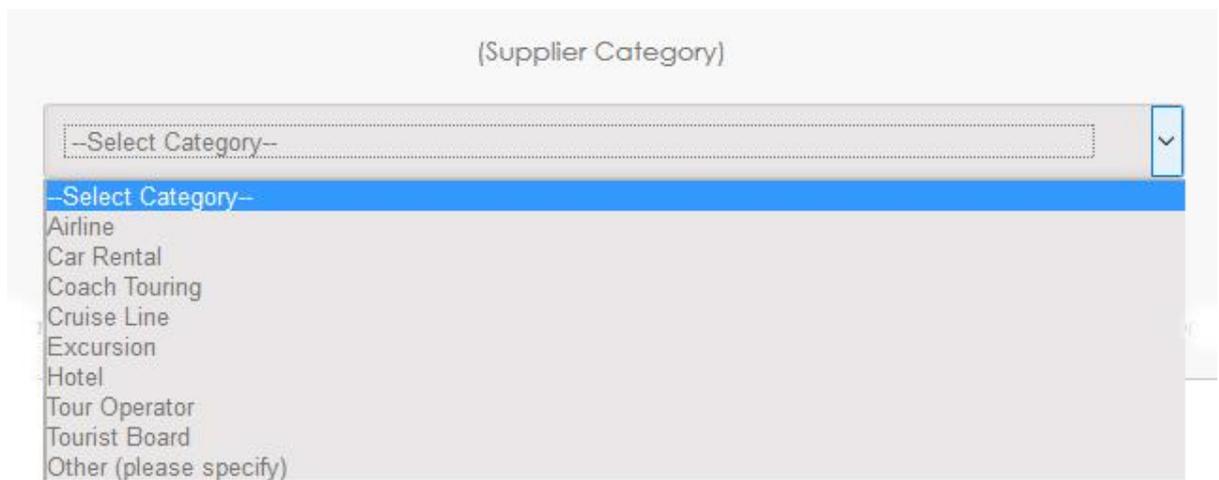
You need to fill this form very carefully as it will be reflected in each page. Your contact information filled here will be displayed along with your each promotion.

5.1 Add your logo here

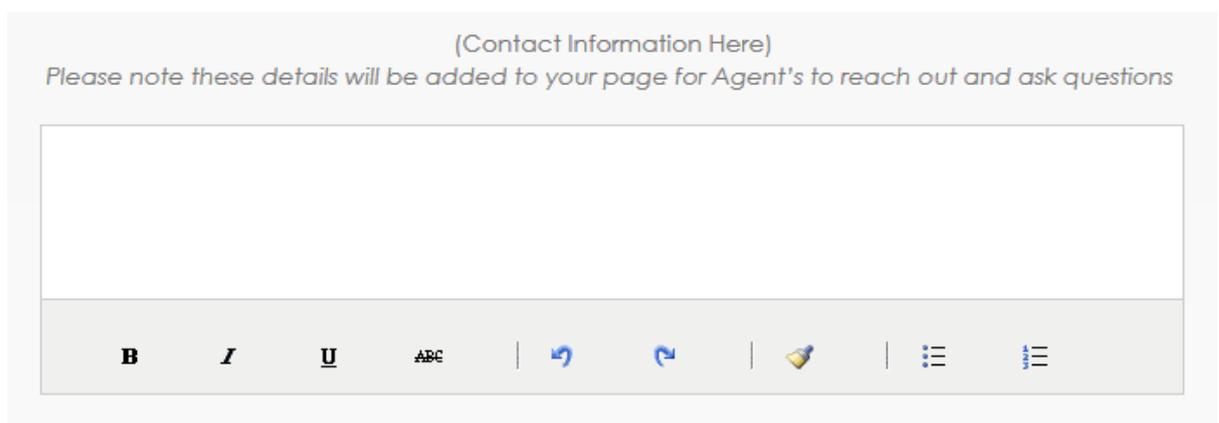


(Size of Logo: Optimum size of height 100px and memory size up to 2 MB, jpeg/png)

5.2 Select your category



5.3 Fill out the contact information



** You can add as many contacts as you like. You should list the names, email address and telephone numbers of your Sales Team. If your Agent Rate or Incentive is to be featured on the Canada and the US VIP site make sure you add the details for both markets. Or if you just want to be featured on the Canadian site just add the contact details for Canada. Same goes for the US only.

In a few steps you will have the option to feature your promotion on USA and Canada or Canada only, US only.

5.4 Select the locations of your operations performing following simple steps.
Please note you can only add one country at a time. If you have product in many countries you must add it one by one.

5.4.1 Select location level 1

(Select Location(s))

This is where your product is offered example if you have a resort in Mexico and Jamaica click off Caribbean and Mexico column one, then column two click on the country for example Jamaica, and then the third column you can even choose the city e.g. Negril, then click on save. If you have more locations please repeat the process for each destination. If your location is not listed please email info@spoiledagent.com and we will have it added within 24 hours

Caribbean and Mexico ▼ Bahamas ▼ Select All

Freeport
 Great Exuma
 Nassau

Caribbean and Mexico
USA and Canada
Oceania
South America
Europe
Africa & Middle East
Asia
Worldwide

Location Level 1

* fields are mandatory.

Suppose you have selected Caribbean and Mexico as Location Level 1

5.4.2 Select location level 2 (Country)

(Select Location(s))

This is where your product is offered example if you have a resort in Mexico and Jamaica click off Caribbean and Mexico column one, then column two click on the country for example Jamaica, and then the third column you can even choose the city e.g. Negril, then click on save. If you have more locations please repeat the process for each destination. If your location is not listed please email info@spoiledagent.com and we will have it added within 24 hours

Caribbean and Mexico ▼ Bahamas ▼ Select All

Freeport
 Great Exuma
 Nassau

Save Locations

0 Location(s) Selected

Bahamas
Barbados
Cayman Islands
Costa Rica
Honduras
Cuba
Curaçao
Dominican Republic
Grenada
Guadeloupe
Haiti
Jamaica
Martinique
Mexico
Riviera Nayarit
Nicaragua
Panamá
Puerto Rico

Location Level - 2

Suppose you have selected Bahamas as location level 2 (Country)

5.4.3 Select location level 3 (City)

(Select Location(s))

This is where your product is offered example if you have a resort in Mexico and Jamaica click off Caribbean and Mexico column one, then column two click on the country for example Jamaica, and then the third column you can even choose the city e.g. Negril, then click on save. If you have more locations please repeat the process for each destination. If your location is not listed please email info@spoiledagent.com and we will have it added within 24 hours

Caribbean and Mexico ▼ Bahamas ▼

Select All

Freeport

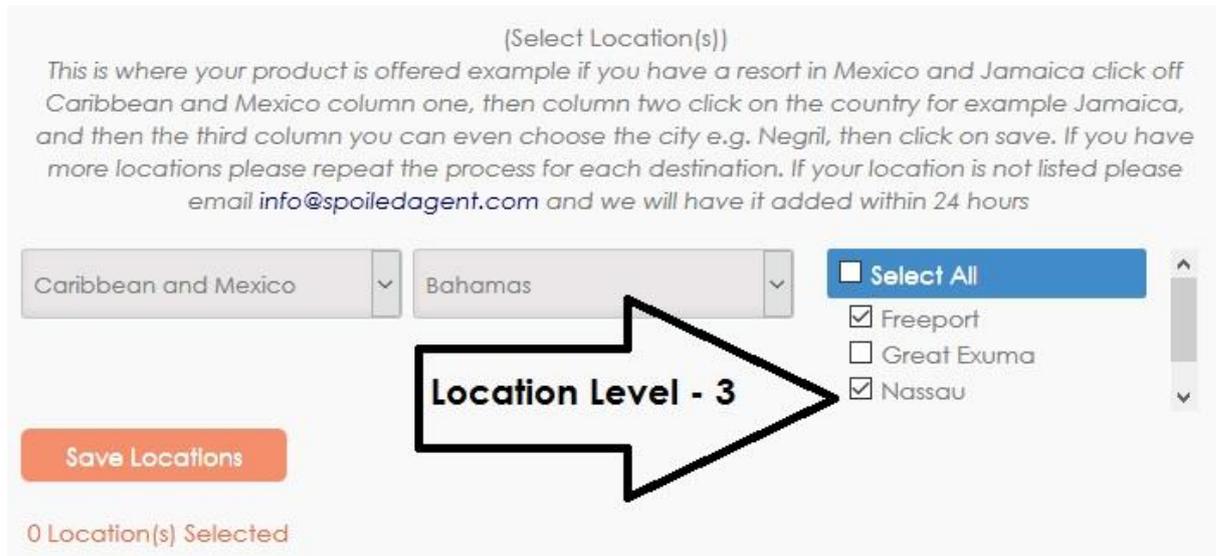
Great Exuma

Nassau

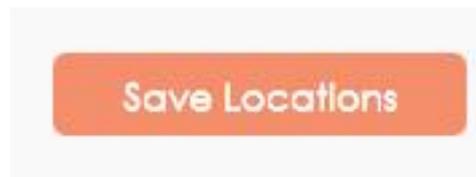
Location Level - 3

Save Locations

0 Location(s) Selected



5.4.4 Click on Save Locations button



Locations saved will be visible inside the panel near Save Locations button and will show how many locations has been selected as in this case 2 Location(s) Selected.

Save Locations

2 Location(s) Selected

Freeport

Nassau



To delete any location added by mistake, click on the Red Cross near the list of the locations added.

For locations level 2 for which there is no location level 3 is listed, just click on Save Locations after selecting location level 1. Like below, we are selecting Antigua and Barbuda (for which there is no location level 3 is listed) as location level 2.

(Select Location(s))

This is where your product is offered example if you have a resort in Mexico and Jamaica click off Caribbean and Mexico column one, then column two click on the country for example Jamaica, and then the third column you can even choose the city e.g. Negril, then click on save. If you have more locations please repeat the process for each destination. If your location is not listed please email info@spoiledagent.com and we will have it added within 24 hours

Caribbean and Mexico ▼ Antigua and Barbuda ▼

Clicking on Save Locations button will add Antigua and Barbuda as location, see below

Save Locations

1 Location(s) Selected

X Antigua and Barbuda

Similarly it can be done for location level 1 for which location level 2 is not listed.

5.5 Then click on Save, your profile will be saved and now you can create promotions.



You have completed the **one time** initial profile set up thank you!
Click on **Create Promo** and start adding your Incentives and Agent Rates.
If you need help please review the **Cheat Sheet VIP Promo Create** pdf.